

Information Technology Services Work Request

This Work Request is issued under your Primary Agreement with the Department of General Administration (GA), Office of State Procurement as established as a result of Request For Proposals #32100.

AGENCY Name:	DSHS	Date Issued:	3/26/2004
AGENCY Contract Number:	RFP 0424-147	GA Reference Number:	32100-0300-02-02
No. of Business Days to Respond:	9 days	Responses due by:	4:00 PM on April 8, 2004
Submit your response via email to:	Presnrcf@dshs.wa.gov		
Category of Service Requested			
Personal Services		Purchased Services	
<input checked="" type="checkbox"/> 1. Acquisition Planning and Technology Assessment		<input type="checkbox"/> 6. Mainframe Applications & Database Development	
<input checked="" type="checkbox"/> 2. Project Management and Technology Analysis		<input type="checkbox"/> 7. Client/Server and Workstation Application & Database Development & Modification	
<input type="checkbox"/> 3. Technical Documentation and Writing		<input type="checkbox"/> 8. Workstation Installation & Support	
<input checked="" type="checkbox"/> 4. Strategic Architectural Technology Advice		<input type="checkbox"/> 9. Internet/Intranet/Extranet	
<input type="checkbox"/> 5. Quality, Change Control, and Disaster Recovery		<input type="checkbox"/> 10. Imaging, Document Scanning & Data Conversion	
		<input type="checkbox"/> 11. Technical Support for System Administration and LAN Operations and Project Implementation	
		<input type="checkbox"/> 12. Desktop Applications Development	
		<input type="checkbox"/> 13. Geographic Information Systems (GIS) Services	
Required Skill Category Requested			
<input type="checkbox"/> Junior – a minimum of one (1) year of recent experience and demonstrated knowledge, skills and abilities			
<input type="checkbox"/> Journey – a minimum of three (3) years of recent experience and demonstrated journey level knowledge skills, and abilities			
<input type="checkbox"/> Senior – a minimum of five (5) years of recent experience, and demonstrated superior knowledge, skills, and abilities			
<input type="checkbox"/> Expert – a minimum of ten (10) years of increasing levels of responsibilities, and supervisory or management responsibility			
Expected Work Period. Work period is projected from:		May 10, 2004 – June 30, 2004	
Project Background/History			
See Attachment A			
Project Scope of Work			
See Attachment A			
Project Deliverables			
See Attachment A			
Other Factors for this Work Request			
AGENCY Project Manager Information			
AGENCY Project Manager:			
Title			
Phone:		Email:	
		Fax:	

ATTACHMENT A

REQUEST FOR PROPOSALS

RFP 0424-147

Project Title: Technical Assessment and Cost Benefit Analysis for the Statewide Automated Child Welfare Information Services (SACWIS) project.

Estimated Contract Period: **May 10, 2004 through June 30, 2004.**
Amendments extending the period of performance, if any, shall be at the sole discretion of DSHS.

Proposal Due Date: All Proposals must arrive by 4:00 p.m. Pacific Standard time on **April 8, 2004. Proposals will be accepted by mail, hand delivery, fax, or e-mail.**

Submit Proposal To: **Proposal Delivered by Mail:**
C. Farrell Presnell
Department of Social and Health Services
Central Contracts Services
PO Box 45811
Olympia, WA 98504-5811

Proposal delivered by Express / Hand Delivery, Or Courier:
C. Farrell Presnell
Department of Social and Health Services
Central Contracts Services
4500 10th Ave. SE
Lacey, WA 98503

Proposal Delivered by Fax or E-mail
Fax: (360) 664-6184
Attn: C. Farrell Presnell

E-Mail: PresnCF@dshs.wa.gov

SECTION I. INTRODUCTION

1. PURPOSE OF REQUEST FOR PROPOSAL

The Children's Administration (CA), Department of Social and Health Services (DSHS), seeks responses from prospective bidders for a personal service contract to provide a technical assessment and cost benefit analysis for the Statewide Automated Child Welfare Information Services (SACWIS) project.

2. BACKGROUND

The Case and Management Information System (CAMIS) is a system that provides for the automated administration and tracking of clients and services for DSHS CA. CAMIS provides case management support, allows social workers to track clients statewide, and produces selected forms and management reports. Approximately 2,700 social workers, clerical staff, and managers use CAMIS statewide. CAMIS is also used by organizations outside CA such as the Office of the Attorney General, public health nurses, the Washington Association for Prevention of Child Abuse and Neglect, and Native American Tribes.

The SACWIS project goal is federal certification of CAMIS as an approved Statewide Automated Child Welfare System. The SACWIS project is comprised of the Case and Management Information System (CAMIS), the CAMIS Data Warehouse and several subsystems to support the automated management of clients and service providers known to the Children's Administration.

CAMIS interfaces with both internal and external systems. The Data Warehouse is being developed utilizing Oracle 9i on a Sun UNIX server. Interface projects are in development with the state's Title IV-E, Title IV-D, and Medicaid Management Information Systems. An interface with the Social Services Payment System is used by field staff to authorize service payments to providers and foster parents.

Classic CAMIS is a CICS Natural/ADABAS application that runs on the S/390 mainframe. Attachmate Extra terminal emulation software is used on the desktop to connect to the mainframe. The current mainframe legacy system uses textual and keyboard commands, which create a technical environment that is not intuitive to the user.

The CAMIS GUI application is a multi-tiered application consisting of client application, middle tier application services and a database server. The client application is a 32 bit Windows application, developed in Delphi 6, that runs on a workstation leveraging Microsoft's web browser component for read-only views of data and Microsoft Active Accessibility for our visually impaired users. DCOM is used for communication between the workstation application and the application servers.

The CAMIS Graphical User Interface (GUI) project consists of enhancements that will provide a more efficient and user-friendly PC environment while continuing to access the ADABAS database residing on the IBM System 390 mainframe. Conversion to the CAMIS GUI has involved incorporating redesign

and improvements to the legacy CAMIS mainframe system while maintaining backward compatibility. Design teams made up of CA staff statewide representing particular areas of expertise and interest in the module under development are assembled to develop requirements and identify business rules.

To date, eight of twenty-three modules have been converted to GUI with two more currently in construction phase. The current CAMIS GUI schedule extends to March 2007.

The Children's Administration is requesting a study to evaluate the current technical environment and provide recommendations on future direction that incorporate resource requirements as well as risk and mitigation strategies needed to expedite development of the Children's Administrations SACWIS system.

3. PROJECT SCOPE

The objective of this RFP is to develop a technical assessment of the current environment and to develop a cost benefit analysis that identifies an option or options that can be pursued in order to strategically position the Children's Administration for future integration with DSHS enterprise architecture solutions, current integration with internal and external systems, and enhance the ability to deliver software products that meet the programs business needs.

A number of challenges to the current technical environment are present:

- ADABAS is not a relational database;
- The Delphi programming language is not widely used, which limits the number of available developers with Delphi skills, and
- The current middleware, SysQL, will no longer be supported and will need to be replaced

See Exhibit D for current technical environment.

A number of challenges to the development effort are also present:

- Legislative and executive mandates often siphon resources away from the CAMIS GUI development. Current and pending impacts to the GUI project include:
 - Child and Family Services Review Program Improvement Plan
 - AFCARS Reporting Improvement Plan
 - CA Paperwork Reduction Initiative
- Insufficient and infrequent participation of field staff on requirements and design teams.
- Interaction of CAMIS with other systems and within GUI modules.
- Provision of maintenance releases to the GUI system while new GUI modules are being developed.
- Managing the scope of the project while incorporating numerous and highly complex business rules.

The deliverables expected during and at the completion of this project will be:

A. TECHNICAL ASSESSMENT

1. An assessment and evaluation of the current technical environment and architecture.
2. Technical Recommendation addressing at a minimum the following:
 - The current or modified database platform
 - The current or modified development language
 - The current or modified middleware.
3. Weekly status reports due each Monday by 9:00 AM.
4. An outline with content description (provide a sample in the proposal).
5. Draft report.
6. A final assessment and recommendation based on State feedback.

All recommendations will address:

- Long term viability in the areas of support and maintenance of the completed SACWIS system;
- Integration with internal and external systems;
 - CA Data Warehouse
 - SSPS
 - ACES
 - SEMS
 - MMIS
 - Client Registry
 - E-Child Care
- Integration with future DSHS Enterprise Architecture initiatives;
- Usability;
- Implementation viability;
- Resource availability; and
- Potential solution longevity.

B. COST BENEFIT ANALYSIS

1. Based on the recommendations resulting from the Technical Assessment, develop a cost benefit analysis that identifies options and requirements for expediting implementation.

All recommendations will address;

- Estimated cost of;
 - Design and development
 - Annual maintenance
- Identified risks and mitigation strategies;
- Organizational restructure recommendations that will enhance implementation;
- Impacts to the CAMIS Data Warehouse and external agency interfaces;

- Approach to integration with DSHS Enterprise Architecture;
 - Approaches to mitigating challenges outlined previously:
 - Legislative and executive mandates siphoning resources away from the CAMIS GUI development.
 - Field staff participation on requirements and design teams.
 - Interaction of CAMIS with other systems and within GUI modules.
 - Managing the scope of the project while incorporating numerous and highly complex business rules.
 - Provision of maintenance to the existing application while completing the SACWIS system.
2. Weekly status reports due each Monday by 9:00 AM.
 3. An outline with content description (provide a sample in the proposal).
 4. Draft report.
 5. Final costs benefit analysis based on State feedback.

Benefits

The benefits expected from the technical assessment and cost benefit analysis include:

- Further refinement and improvement of project management methodologies within Children's Administration Office of Information Services.
- Significant improvement in the process of gathering user requirements.
- Recommendations for improved data quality.
- Reduced operating costs.
- Reduced paperwork for field social workers.
- Reduced time frame to completion of a SACWIS and AFCARS compliant system.
- Better integration with DSHS Enterprise Architecture.
- Increased understanding of the current technical environment and its viability.

4. MINIMUM QUALIFICATIONS

The Bidder must have previous, recent, demonstrated experience with developing technical assessments including cost benefit analysis.

A preference will be given to bidders with experience in SACWIS systems.

5. FUNDING

DSHS has budgeted a maximum of \$150,000 for this project. DSHS may reject any proposal in excess of that amount. Any contract awarded is contingent upon the availability of funding.

6. DEFINITIONS

See Exhibit A, Definitions for the meaning of certain terms used in this RFP.

SECTION II. GENERAL INFORMATION

1. ACQUISITION CONTACT INFORMATION

Upon release of this RFP, all communications concerning this RFP must be directed only to the RFP Coordinator listed below. The exception to this restriction is the Bidder may contact the Office of Minority and Women's Business Enterprises (OMWBE) regarding certification for participation. Any communication directed to parties other than the RFP Coordinator may result in disqualification. Any oral communications will be considered unofficial and non-binding to DSHS. Bidders should rely only on written statements issued by the RFP Coordinator.

DSHS RFP Coordinator

Contact:	Farrell Presnell Department of Social & Health Services Central Contract Services
Mailing Address:	P.O. Box 45811 Olympia, Washington 98504-5811
Physical Address:	4500 10 th Ave. SE Lacey, WA 98503
Telephone:	(360) 664-6085
FAX:	(360) 664-6184
E-mail Address:	PresnCF@dshs.wa.gov

2. ACCEPTANCE OF RFP TERMS

A Proposal submitted in response to this RFP shall be considered a binding offer. Acknowledgement of this condition shall be indicated by signature of an officer of the Bidder legally authorized to execute contractual obligations by submitting with the Proposal a signed Certificates and Assurances form attached hereto as Exhibit B. A Bidder must clearly identify and thoroughly explain any variations between its Proposal and the DSHS RFP. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP.

3. ESTIMATED ACQUISITION SCHEDULE

The Acquisition Schedule outlines the tentative schedule for important action dates and times. DSHS reserves the right to revise this schedule at any time and will notify you of any changes in the schedule.

Figure 1. ACQUISITION SCHEDULE

Item	Action	Date
1.	Issue RFP	March 26, 2004
2.	Last Date for Accepting Bidder Written Questions	April 1, 2004
3.	Last Date for Accepting Bidder Written Complaints	April 1, 2004
4.	Issue Response to Written Questions No Later Than	April 2, 2004
5.	Proposal Submission Due by 4:00 p.m. Pacific Standard time	April 8, 2004
7.	Proposal Evaluation	April 9, 2004 – April 12, 2004
8.	Oral Presentations/Interviews, If Required	April 14, 2004
10.	Announcement of Apparently Successful Bidder	April 16, 2004
11.	Bidder Request for Debriefing Due	April 21, 2004
12.	Hold Debriefing Conferences	April 22, 2004
13.	Begin Contract Negotiations	April 23, 2004
14.	Submit for OFM approval	April 26, 2004
15.	Contract Execution	Anticipated May 10 , 2004

4. CONTRACT

DSHS intends to award one contract to provide the services described in this RFP.

Amendments extending the period of performance, if any, shall be at the sole discretion of DSHS.

5. CONTRACT AMENDMENT

Additional services that are appropriate to the scope of this RFP, as determined by DSHS, may be added to the resulting Contract by a written amendment mutually agreed to and executed by both parties.

6. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Materials submitted in response to this RFP shall become the property of DSHS. All proposals received shall remain confidential until the contract, if any, resulting from this RFP is signed by DSHS and the apparent successful Contractor. Thereafter, the proposals shall be deemed public records as defined in RCW 42.17.

Bidder's proposal must include a statement on the title page identifying each page of your proposal which contains any proprietary information. Each page claimed to be proprietary must be clearly marked by printing the word "Proprietary" on the lower right hand corner of each page which contains any proprietary information.

If DSHS receives a request to view or copy your proposal, DSHS will respond according to applicable law and DSHS policy governing public disclosure. DSHS will not disclose any information marked "Proprietary" in your proposal without giving you ten (10) days notice for you to seek a court injunction against the disclosure.

7. WRITTEN REPRESENTATIONS

Proposals should be based on the material contained in this RFP, any related amendment(s), and any questions and answers directed through the RFP Coordinator.

8. QUESTIONS AND ANSWERS

Bidders should fax, e-mail or mail written questions to the RFP Coordinator. Early submission of questions is encouraged. Questions will be accepted until the date set forth in the Acquisition Schedule. Questions and Answers will be posted at <http://www1.dshs.wa.gov/msa/ccs/>

9. BIDDER COMPLAINTS

Bidders may submit complaints to the RFP Coordinator prior to responding to this RFP if the Bidder believes the RFP unduly constrains competition or contains inadequate or improper criteria. The complaint must be made in writing to the RFP Coordinator on or before the date indicated in the Acquisition Schedule. In the event of a complaint, the solicitation process may continue. If a Bidder's complaint identifies a change that DSHS determines to be in the best interest of DSHS, the RFP may be amended.

10. RFP AMENDMENTS

DSHS reserves the right, at any time before execution of a contract, to amend all or a portion of this RFP. Amendments will be sent to all Bidders. If there is any conflict between amendments or between an amendment and the RFP, whichever document was issued last in time shall be controlling.

11. RETRACTION OF THIS RFP

DSHS and the State of Washington are not obligated to contract for the services specified in this RFP. DSHS reserves the right to retract this RFP in whole, or in part, at any time without penalty.

12. SUBMISSION OF PROPOSALS

Proposals must be prepared and submitted no later than the proposal submission date and time specified in the Acquisition Schedule. The proposal is to be sent to the RFP Coordinator, either by mail or hand delivery, at the address specified in section II, paragraph 1, Acquisition Contact Information. DSHS will not accept any proposal submitted by fax or email.

You should allow sufficient mail or delivery time to ensure timely receipt by the RFP Coordinator. You assume the risk for the method of delivery and for any delay in the mailing or delivery of your proposal.

DSHS reserves the right to disqualify any proposal and withdraw it from consideration if it is received after the proposal submission due date. All proposals and any accompanying documentation become the property of DSHS and will not be returned.

13. NONRESPONSIVE PROPOSALS

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. DSHS will reject or withdraw your proposal at any time as nonresponsive for any of the following reasons:

- Incomplete proposal;
- Submission of alternative proposals;
- Failure to comply with any part of this RFP or any exhibit to this RFP;
- Submission of incorrect, misleading, or false information.

14. MINOR IRREGULARITIES

DSHS may waive minor administrative irregularities related to any proposal.

15. COST TO PROPOSE

DSHS will not be liable for any costs incurred by the Bidder in preparation of a proposal or in presenting a proposal for this RFP.

16. EXHIBITS

You should be certain that you have all attached exhibits, which are part of this Request for Proposals. Exhibits to this RFP are:

- Exhibit A - Definitions
- Exhibit B - Bidder Information Form/Certificates and Assurances Form
- Exhibit C – Cost Proposal
- Exhibit D – Current Technical environment for CAMIS

You should be sure that you have received a complete copy of this RFP and all attached exhibits, as listed above. If you have not received a complete copy of this RFP, you should contact the RFP Coordinator.

It is not a ground for protest if your copy of this RFP should be missing any exhibit or pages of the RFP.

17. WITHDRAWAL OF PROPOSALS

Bidders may withdraw a proposal which has been submitted at any time up to the proposal submission date and time specified in the Acquisition Schedule. A written request signed by an authorized representative of the Bidder must be submitted to the RFP Coordinator. After withdrawing a previously submitted proposal, the Bidder may submit another proposal at any time up to the proposal submission date and time.

18. ANNOUNCEMENT OF APPARENTLY SUCCESSFUL BIDDER

DSHS will notify all bidders on or about the date and time specified in the Acquisition Schedule of the selection of the Apparently Successful Bidder by written notice to all bidders by mail, e-mail and/or fax. All bidders who have submitted proposals will be notified as soon as possible once the selection of the Apparently Successful Bidder has been determined.

19. BIDDER DEBRIEFING CONFERENCE

If DSHS does not select your proposal, you may request a debriefing conference. You must submit your request in writing to the RFP Coordinator by mail or fax by the date specified in the Acquisition Schedule.

Debriefing conferences will be held on April 16, 2004. The debriefing conference may be conducted either in person or by telephone and will be scheduled for a maximum of one hour.

Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of your proposal;
- Critique of your proposal; and
- Review of your final score in comparison with other Bidders' final scores without identifying the Bidders.

Comparisons between proposals or evaluations of the other proposals will not be allowed.

20. PROTEST

Protests may be made only after DSHS has announced the Apparently Successful Bidder. In order to submit a protest under this RFP, a Bidder must have submitted a Proposal for this RFP and have requested and participated in a debriefing conference. It is the sole administrative remedy available within DSHS. The following is the process for filing a protest:

20.1 GROUNDS FOR PROTEST

A protest may be made based on these grounds only:

- Arithmetic errors were made by DSHS in computing the score;
- DSHS failed to follow the procedures established in this RFP document, or to follow applicable State or federal laws or regulations; or
- Bias, discrimination, or conflict of interest on the part of an evaluator.

20.2 PROTEST FORM AND CONTENT

A protest must state all of the facts and arguments upon which the protest is based, and the grounds for your protest. It must be in writing and signed by a person authorized to bind the Bidder to a contractual relationship. At a minimum, the protest must include:

- The name of the protesting Bidder, mailing address and phone number, and the name of the individual responsible for submission of the protest;

- The RFP number and name of the issuing agency;
- A detailed and complete statement of the specific action(s) by DSHS under protest;
- The grounds for the protest;
- Description of the relief or corrective action requested.

You may attach to your protest any documentation which you offer to support your protest.

20.3 SUBMITTING A PROTEST

Your protest must be in writing and must be signed. You must mail or hand deliver your protest to the RFP Coordinator using the same mailing or delivery address provided in this RFP for submitting your proposal. *Protests may not be submitted by fax or email.* DSHS must receive the written protest within five (5) business days after the debriefing conference.

20.4 PROTEST PROCESS

The RFP Coordinator will forward your protest to the DSHS designated Protest Coordinator with copies of the following:

- this RFP and any amendments,
- your proposal,
- the evaluators' scoring sheets, and
- any other documents showing evaluation and scoring of your proposal.

DSHS will follow these procedures in reviewing your protest:

- DSHS will conduct an objective review of your protest, based on the contents of your written protest and the above materials provided by the RFP Coordinator.
- DSHS will send you a written decision within five (5) business days after DSHS receives your protest, unless more time is required to review the protest and make a determination. The protesting Bidder will be notified by the RFP Coordinator if additional time is necessary.

DSHS will make a final determination of your protest and will either:

Find that your protest lacks merit and uphold DSHS's actions;
or

Find that any errors in the RFP process or in DSHS's conduct did not influence the outcome of the RFP, and uphold DSHS's

actions; or

Find merit in the protest and provide options for corrective action by DSHS which may include:

- That DSHS correct any errors and re-evaluate all proposals affected by its determination of the protest;
- That DSHS reissue the RFP document; or
- That DSHS make other findings and take such other action as may be appropriate.

21. EXECUTION OF THE CONTRACT

If you are an apparently successful bidder, you will be expected to sign a contract with DSHS and any subsequent amendments that may be required to address specific work or services as needed.

DSHS reserves the right to negotiate the specific wording of the Statement of Work, based on the requirements of this RFP and the terms of your proposal.

If you fail or refuse to sign the contract or any subsequent amendment within ten (10) business days of delivery to you, DSHS may elect to cancel the award and may award the contract to the next-highest ranked bidder.

Any subcontracts necessary to perform the contract must be disclosed in the proposal.

SECTION III. PROPOSAL CONTENTS

1. PROPOSAL CONTENTS

The four major sections of the proposal are to be submitted in the order noted below:

- a) Administrative Requirements.
- b) Experience and Qualifications Proposal.
- c) Cost Proposal.

Proposals must provide information in the same order as presented in this document with the same headings. All items must be included as part of the proposal for the proposal to be considered responsive, even though certain items may not be scored.

2. FORMAT OF PROPOSAL

- Proposals must be submitted on standard eight and one-half by eleven (8 ½ x 11) inch white paper.
- A font size not less than 12 point must be used.

3. CONTENTS OF BINDERS

a. Volume 1.

Submit one volume marked "Volume 1 - Original" and two (2) copies, in addition, include one soft copy in Microsoft Word 2000 or later file format or PDF (Microsoft Excel 2000 or later file format if appropriate) on a portable media or electronic readable media (Compact Disc (CD-ROM) or 3.5" diskette) of your proposal containing the following:

- Table of Contents
- Part 1: Administrative Requirements Proposal, Section 4
- Part 2: Technical Proposal, Section 5
- Part 3: Experience and Qualifications Proposal, Section 6

b. Volume 2: Cost Proposal

Submit in a sealed envelope marked "Cost Proposal" with Bidder's Name one volume marked "Cost Proposal - Original" and two (2) copies, in addition, include one electronic copy in Microsoft Excel format (please use a Compact Disc (CD-ROM) or 3.5" diskette(s) to provide electronic copy) of your proposal containing the following:

- Part 1: Cost Proposal, Section 7.
- Part 2: Completed *Consulting Price Model*, Exhibit C.

4. ADMINISTRATIVE REQUIREMENTS PROPOSAL

Please respond to each item in the same order in which they appear.

A. Letter of Submittal

Bidders must submit a prepared and signed submittal letter on Bidder's official business letterhead stationery. Cost information must not be included in the transmittal letter. The transmittal letter must be included as the first page of Part 1 of Volume 1. Signing the transmittal letter indicates that the Bidder accepts the terms and conditions of RFP 0424-147.

The Bidder's Letter of Submittal must include the following:

- Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written;
- The name of your contact person for this RFP;
- Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification (UBI) number issued by the State of Washington Department of Revenue;
- A detailed list of all materials and enclosures included in your Proposal;
- A list of all RFP amendments received by the Bidder, and listed in order by amendment number and date. If the Bidder has received no RFP amendments, include a statement to that effect;
- The Bidder's guarantee that its Proposal, as submitted, will remain in full force and effect for 180 days;
- A statement substantiating that the person who signs the letter is authorized to contractually bind the Bidder's firm;
- Identification of the page numbers on the Bidder's Proposal that are marked "Proprietary or Confidential" Information; and
- Any statements you wish to convey to the RFP Coordinator.

B. Bidder Information Form/Certificates and Assurances Form

A completed Bidder Information Form and a completed Certificates and Assurances Form Exhibit B. Please sign and include any attachments that are necessary.

C. Reference Section

Provide a list of at least three (3) references of entities for which you have performed similar services. Include the names, telephone numbers, dates of services, and a brief description of the similar services you provided them in the past. References will only be contacted if you are chosen as a finalist.

5. METHODS PROPOSAL

A. Based on your experience with technical assessment and cost benefit analysis development, provide an explanation of your work plan and project management approach based on the project scope as outlined in Section I, Paragraph 3.

6. EXPERIENCE AND QUALIFICATIONS PROPOSAL

Please respond to each question in the same order in which they appear.

A. Based upon your experience with technical assessments including cost benefit analysis development, provide an explanation demonstrating how you meet the minimum qualifications in Section I, Paragraph 4. Include your number of year's experience.

B. Provide a comprehensive overview of specific projects that would compare to what this RFP is requesting that have been completed in the last three (3) years, including:

1. Project title and brief description,
2. The name and resume of each proposed individual involved in the project,
3. The proposed individual's role in the project and level of involvement,
4. Start and end dates,
5. Reference or contact name, title, and phone number. (References will be contacted during the evaluation of the reference information of proposed staff for related projects).
6. Proposed individual's familiarity and experience with:
The organization, policies, programs, services, technology, et cetera of SACWIS systems.

C. Based upon your experience with similar consulting engagements, provide a detailed listing of the person or team you propose for this engagement, including the titles of staff, team roles (if applicable), and a current resume of each person proposed. Identify which proposed staff are considered "Key Personnel". These "Key Personnel" are expected to be committed for the full duration of the project. DSHS reserves the right to approve any changes to the "Key Personnel" proposed for the project.

Resumes must detail experience with the required skills listed in Section I, Paragraph 4, minimum qualifications.

The resumes must include the following:

- Employment history listing the projects, employer, and timeframes that the individual performed as a cost benefit analysis consultant.

- Education history. Include any academic certification for project management.
- Three (3) references that might be contacted to verify experience, qualifications and other information.

7. COST PROPOSAL.

- Bidder must provide a fixed price model that accurately proposes the cost of their consulting services for the tasks and deliverables specified in Exhibit C, Consulting Price Model.
- Funding for this fiscal year is driving the schedule outlined below.

The deliverables and dates required for payment are:

Deliverable	Due Date	Percentage of Payment
Draft Work Plan and Project Management Approach	May 17, 2004	5%
Final Work Plan and Project Management Approach based on State feedback	May 21, 2004	5%
Status Reports submitted weekly to project manager	Weekly	10%
Technical assessment outline with content description.	June 1, 2004	5%
Draft Technical Assessment and Recommendations	June 18, 2004	15%
Final Technical Assessment and Recommendation Report based on State feedback.	June 30, 2004	20%
Cost Benefit Analysis outline with content description.	June 1, 2004	5%
Draft Cost Benefit Analysis.	June 18, 2004	15%
Final Cost Benefit Analysis based on State feedback.	June 30, 2004	20%

SECTION IV. EVALUATION

1. EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team to be designated by DSHS who will be responsible for the review, evaluation and scoring of Bidder proposals. DSHS, at its sole discretion, may elect to select the top-scoring organizations as finalists for an oral presentation. If oral presentations are held, evaluators will evaluate and score the oral presentations of bidders selected as finalists.

2. PROPOSAL EVALUATION

Each Proposal will first be screened to determine if the Bidder has complied with appropriate Administrative Requirements and Submittal Instructions. Each Proposal must meet the Administrative Requirements to be eligible to submit a proposal to this RFP. If your proposal does not meet all Administrative Requirements for this RFP, DSHS may consider your proposal nonresponsive and withdraw it from consideration at any time.

The transmittal letter will be evaluated on the availability of the principal proposed staff in the timeframe specified in Section II, Paragraph 3.

All responses meeting these mandatory requirements will pass to the scoring phase.

3. SCORING OF PROPOSALS

Evaluators will score all responsive proposals and award points up to the maximum points available for each question.

Evaluation of the Methods Proposal (Work Plan) and Project Management Approach (Section III, 5A)	20 pts.
Evaluation of the qualifications of proposed staff for related projects (Section III, 6C)	40 pts.
Bidding firm's related experience and qualifications (Section III, 6A)	20 pts.
Evaluation of the references of proposed staff for related projects (Section III, 6C)	20 pts.
Evaluation of Cost Proposal	20 pts.

Your sub-total score for the written proposal will be the average of the scores of the evaluators who review your written proposal. Your final total proposal score will be the average points awarded for your written proposal, plus the score for references, if applicable.

4. EVALUATION OF ORAL PRESENTATIONS

DSHS may, after evaluating the written proposals, elect to schedule oral presentations of the top scoring finalists. The RFP Coordinator will notify finalists of the date, time, and location of the oral presentations.

DSHS will select evaluators for the oral presentations based on their qualifications, experience and background relevant to this RFP. These evaluators may include evaluators who reviewed the written proposals or DSHS staff who will work with the successful bidder(s). Evaluators will score the oral presentations in accordance with RFP requirements and evaluation criteria.

Exhibit A

Definitions

DEFINITIONS

The following terms which appear in this RFP have the meaning that is defined below for the purposes of this RFP:

- Apparently Successful Bidder - A bidder selected as having submitted a successful proposal, based on the bidder's final proposal score. The bidder is considered an "apparently" successful bidder until a contract is finalized and executed.
- Agency – The Department of Social and Health Services' Information Systems Services Division is the agency of the State of Washington that is issuing this RFP.
- Bidder - An individual, organization, public or private agency, or other entity submitting a proposal in response to this RFP.
- Consultant – Individual or Company submitting a proposal in order to attain a contract with the Agency.
- Contractor – Individual or Company whose proposal has been accepted by the Agency and is awarded a fully executed, written contract.
- Issue - To mail or otherwise release this RFP as a public document, to interested parties who have requested it.
- Key Personnel - Staff being proposed to do the work under this proposal.
- Proposal - All material prepared and assembled by a bidder, and which the bidder submits in response to this RFP.
- Protest - An objection by the bidder, in writing, protesting the selection of another bidder as an apparently successful bidder, and which complies with all requirements of this RFP.
- RCW - Revised Code of Washington. (All references to RCW chapters or sections shall include any successor, amended, or replacement statute.)
- RFP - "Request for Proposals;" i.e., this RFP document.
- RFP Coordinator - The person named in this RFP as the RFP Coordinator. The sole point of contact within DSHS regarding this RFP for potential bidders and other interested parties.
- Statement of Work - A statement of the work or services which the contractor is to perform under any contract awarded, and which is usually in the form of an exhibit attached to the contract.
- Submit - To deliver to the DSHS RFP Coordinator any of several documents described in this RFP and in the manner specified in this RFP.
- WAC - Washington Administrative Code. (All references to WAC chapters or sections shall include any successor, amended, or replacement regulation.)
- You - The person, agency, or organization requesting a copy of this RFP or submitting a proposal in response to this RFP.

Exhibit B
Bidder Information Form/Certificates and Assurances Form

STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
CENTRAL CONTRACT SERVICES

BIDDER INFORMATION

Completion of this Bidder Information form is a mandatory requirement for contracting with the Washington Department of Social and Health Services (DSHS). **Failure to submit this Bidder Information form or any applicable attachments with your proposal may result in your proposal being rejected as nonresponsive.**

Please Type or Print Legibly:

Bidder Name: _____

Bidder Address: _____

Telephone: _____ Fax Number: _____

Contact Person for the Bidder's proposal: _____

Section A: All Bidders

1. Complete the applicable box:

a. The Bidder is an individual and is:

☐ Sole Proprietor

You must complete Sections A, B and F.

b. The Bidder is a partnership and is:

☐ General Partnership

☐ Limited Partnership ☐ Limited Liability Partnership

You must complete Sections A, C and F.

c. The Bidder is a corporation and is:

☐ Organized for Profit ☐ Non Profit Corporation

☐ Limited Liability Corporation

You must complete Sections A, D and F.

d. ☐ The Bidder is a public agency, governmental entity, or federally recognized tribe

You must complete Sections A, E and F.

2. The Bidder's Federal Identification number is: _____

3. The Bidder's Washington Uniform Business Identifier (UBI) Number is: _____
To obtain a Washington UBI Number call 360-664-1400.

4. Information concerning the proposed Contract Manager for the Bidder:

Name: _____

Work Address: _____

Work Telephone: _____

Work Fax: _____

5. Has the Bidder had a contract or work order terminated for default during the last five years?

☐ Yes ☐ No

If yes, attach a signed statement describing the contract, the circumstances surrounding the termination, and the name, address and telephone number of the other party to the contract. DSHS will evaluate the facts and may, at its sole discretion, reject the Bidder's proposal on the ground of its past performance. For the purpose of this question, "termination for default" means notice was given to the Bidder to stop contract work due to nonperformance or poor performance, and the performance issue was either (a) not contested by the Bidder or (b) litigated, finding the Bidder in default.

6. I certify that any prices and/or cost data contained in the Bidder's proposal have been determined independently, without consultation, communication or agreement with others for the purpose of restricting competition, except to the extent that the Bidder has joined with other individuals or organizations for the purpose of preparing and submitting a joint proposal.
7. The Bidder's proposal is a firm offer for a period of 180 days following receipt, and it may be accepted by DSHS without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 180-day period.
8. In preparing this proposal or bid, has the Bidder and/or the Bidder's employees been assisted by any current or former DSHS employee whose duties relate (or did relate) to this procurement and who was assisting in other than his or her official, public capacity?

☐ Yes ☐ No

If yes, identify each such individual by (a) name, (b) current address and telephone number, (c) current or former position with DSHS, and (d) dates of employment with DSHS; and describe in detail the assistance rendered by that individual.

9. The Bidder acknowledges that DSHS will not reimburse the Bidder for any costs incurred in the preparation of this proposal or bid. All proposals or bids become the property of DSHS and the Bidder claims no proprietary right to the ideas, writings, items or samples.
10. The Bidder acknowledges that any contract(s) awarded as a result of this procurement will incorporate a Statement of Work and General Terms and Conditions substantially similar to those attached to the procurement document. I certify, on behalf of the Bidder, that the Bidder will comply with these or substantially similar Special Terms and Conditions and General Terms and Conditions if selected as an Apparently Successful Bidder.

11. The Bidder acknowledges that any contract(s) awarded as a result of this procurement will also incorporate Special Terms and Conditions applicable to this procurement as prepared by DSHS. The Bidder acknowledges that it will negotiate in good faith any changes or modifications to any portion of the proposed contract.
12. The Bidder understands that, if selected to contract with DSHS, the Bidder will be required to comply with all applicable state and federal civil rights and other laws. Failure to so comply may result in contract termination. If requested by DSHS, the Bidder agrees to submit additional information about the nondiscrimination policies of the Bidder's organization in advance of or after the contract award.
13. Attached is a copy of the Bidder's Washington Business License.

Section B: Sole Proprietors Only

14. I am authorized to sign any contract that may result from this procurement.
15. Is the Bidder or any employee of the Bidder who will perform work under a contract between the Bidder and DSHS a past or current State of Washington employee?
☐ Yes ☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

Section C: Partnerships Only

16. The Bidder is organized under the laws of, and is in good standing with, the State of _____.
17. Attach the following to this Bidder Information form:
 - Name and address of each of the Bidder's General Partners;
 - Name and address of each of the Bidder's Limited Partners; and/or
 - Name and address of each of the Bidder's Limited Liability Partners.
18. Is any General, Limited, or Limited Liability Partner a past or current State of Washington employee?
☐ Yes ☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.
19. Is any employee of the Bidder who will perform work under a contract between the Bidder and DSHS a past or current State of Washington employee?
☐ Yes ☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

20. I am authorized to bind the Bidder to a contract, or the name and title of an individual who is authorized to bind the Bidder to a contract and who will be signing any contracts between DSHS and the Bidder is:

Name

Title

Section D: Corporations Only

21. The Bidder is organized under the laws of, and is in good standing with, the State of _____.
22. Attach the following to this Bidder Information form: Name and address of each of the Bidder's Officers and Directors.
23. Is any Officer or Director of the Bidder a past or current State of Washington employee?
☐ Yes ☐ No
- If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.
24. Is any employee of the Bidder who will perform work under a contract between the Bidder and DSHS a past or current State of Washington employee?
☐ Yes ☐ No
- If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.
25. I am authorized to bind the Bidder to a contract, or the name and title of an individual who is authorized to bind the Bidder to a contract and who will be signing any contracts between DSHS and the Bidder is:

Name

Title

Section E: Public Agencies Only

26. The Bidder is a "public agency" as defined in Section 39.34.020 RCW and is:
- | | |
|--|---|
| <input type="checkbox"/> State Agency | <input type="checkbox"/> Institution of Higher Learning |
| <input type="checkbox"/> County | <input type="checkbox"/> Quasi-Governmental |
| <input type="checkbox"/> City | <input type="checkbox"/> Federally Recognized Tribe |
| <input type="checkbox"/> Public School | <input type="checkbox"/> Other: _____ |
27. Is any Manager or Employee of the Bidder Public Agency a past or current State of Washington employee?

☐ Yes ☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

28. Is any employee of the Bidder who will perform work under a contract between the Bidder and DSHS a past or current State of Washington employee?

☐ Yes ☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

29. I am authorized to bind the Bidder to a contract, or the name and title of an individual who is authorized to bind the Bidder to a contract and who will be signing any contracts between DSHS and the Bidder is:

Name

Title

Section F: All Bidders

30. By signing below, the Bidder authorizes DSHS to conduct a financial assessment and/or background check of the Bidder if DSHS considers such action necessary or advisable before contracting with the Bidder.
31. Under the penalties of perjury of the State of Washington, the undersigned affirms the truthfulness of the statements made herein and acknowledges the Bidder's obligation to notify DSHS of any changes in the statements made herein.

Signature

Date

Printed or Typed Name

Title

Certifications And Assurances

Request for Proposal (RFP) # 0324-131

We make the following certifications and assurances as a required element of the Proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. We declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data in this Proposal have been arrived at independently without, for the purpose of restricting competition, any consultation, communication, or agreement with others. The prices and/or cost data in this Proposal have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before contract award unless otherwise required by law. I/we may freely join with other persons or organizations for the purpose of presenting a single Proposal.
4. The attached Proposal is a firm offer for a period of 180 days following the Proposal due date specified in the RFP, and it may be accepted by DSHS without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 180-day period. In the case of protest, our Proposal will remain valid for 210 days or until the protest is resolved, whichever is later.
4. In preparing this Proposal, I/we have not been assisted by any current or former employee of the State of Washington whose duties relate (or did relate) to this Proposal or prospective contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this Proposal. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
5. I/we understand that DSHS will not reimburse us for any costs incurred in the preparation of this Proposal. All Proposals become the property of DSHS, and I/we claim no proprietary right to the ideas, writings, items or samples unless so stated in this Proposal.
6. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
7. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Bidder Signature

Bidder's Company Name

Title

Date

Exhibit C

Consulting Price Model Form

Required Deliverable	Vendor's Cost
Draft Work Plan and Project Management Approach	
Final Work Plan and Project Management Approach based on State feedback	
Status Reports submitted weekly to project manager	
Technical assessment outline with content description.	
Draft Technical Assessment and Recommendations	
Final Technical Assessment and Recommendation Report based on State feedback.	
Cost Benefit Analysis outline with content description.	
Draft Cost Benefit Analysis.	
Final Cost Benefit Analysis based on State feedback.	
Total Cost of Vendor's Services for ALL Deliverables	

Exhibit D

Technical Environment

Overview of CAMIS Application

The CAMIS application is being converted from Classic CAMIS which is the green screen application, to CAMIS GUI (Graphical User Interface). Both applications use the same ADABAS Databases/Data sources.

There are four Databases/Data Sources are:

Database/Data Source Name	Database number
Test Bed	DB196
Test	DB227
Training	DB146
Production	DB217

The CAMIS GUI application is a multi-tiered application consisting of client application, middle tier application services and a database server.

The client application is a 32 bit Windows application, developed in Delphi 6, that runs on a workstation leveraging Microsoft's web browser component for read-only views of data and Microsoft Active Accessibility for our visually impaired users. DCOM is used for communication between the workstation application and the application servers.

There are twelve application servers. Two of them have load balancing services and all of them have CAMIS GUI application services running on them.

- The load balancing services use Apache, MySQL, and a custom Apache module written in Delphi 6.
- The CAMIS GUI application services consist of:
 - An Alert service for sending email via SMTP
 - A log server for logging of errors that occurred, SQL statements issued and debugging information.
 - A Web server for providing read-only data to stand-alone web browsers.
 - An Application server for processing client request and retrieving data from the appropriate data source. The Application server talks directly over TCP/IP to Oracle, and uses ODBC to interface with the SysQL client that uses TCP/IP to talk to the SysQL server located on the S/390 mainframe.

- The application servers are configured as follows:

Server Name	Application Services	Load Balancing Services	Web Server	Application Environment	Data Sources
CAGUID	Yes	No	No	Alpha	Test Bed, Test
CAGUI1	Yes	No	No	QA	Test, Training, Production
CAGUI2	Yes	Yes	No	Beta	Test, Training
CAGUI3	Yes	No	Yes	Web	Production
CAGUI4	Yes	Yes	No	Production	Test, Training
CAGUI5	Yes	No	No	Production	Production
CAGUI6	Yes	No	No	Production	Production
CAGUI7	Yes	No	No	Production	Production
CAGUI8	Yes	No	No	Production	Production
CAGUI9	Yes	No	No	Production	Production
CAGUI10	Yes	No	No	Production	Production
CAGUI11	Yes	No	No	QA	Test, Training, Production

There are eight SysQL servers running on the s/390 mainframe. These servers authenticate using RACF and interface with ADABAS. Predict is used to provide metadata.

Server Name	Data Source
SysQLSER	Test
SysQL2	Test
SysQL3	Production
SysQL4	Production
SysQL5	Production
SysQL6	Production
SysQL7	Training
SysQL8	Test Bed

Oracle is running on Sun servers.

There are four separate data sources both in ADABAS and Oracle that the CAMIS GUI application uses.

- Test Bed – Refreshable database used strictly for the testers of the application.
- Test – Database used both by testers and developers.
- Training – Refreshable database used strictly for training the application.
- Production – Live production data.

There are four separate versions of the CAMIS GUI application each serving a different purpose. There are also four different data sources that the application uses.

- Alpha – Development version of the application where testing is done on a not always feature complete version of the application. This version is set up to use both the Test Bed and Test data sources.
- Beta – Test version of the application where testing is performed on a feature complete version of the application. This version is set up to use Test Bed, Test and Training data sources.
- QA – Quality Assurance version of the application where new releases are piloted and user acceptance testing is done. This version is set up to use Test, Training and Production data sources.
- Production - This version is set up to use Test, Training and Production data sources.

Classic CAMIS is a CICS Natural/ADABAS application that runs on the S/390 mainframe. Attachmate Extra!, terminal emulation software is used on the desktop to connect to the mainframe.

Classic application services are:

- Online Transaction processing application written in Natural.
- Alert e-mail notifiers sent via CICS SMTP.
- Natural to Natural interface via CICS to Dept. of Health (DOH) birth certificate data.
- Interface to Unisys mainframe SSPS Vendor Payment System and Database over LU6.2 connection. LU6.2 connection will be migrating to a sockets connection.
- Batch jobs that both extract data and import data to and from external entities using JCL, CICS Cobol and Natural.

There are two CICS environments for the Classic CAMIS application:

CICS environment	Data Source/Database
Test	Test Bed, Test, Training
Production	Production

Product list:

- Mainframe:
 - Classic CAMIS
 - Software AG's Natural 3.1.6 programming language
 - Natural Security 3.1.6
 - CICS/TS 2.2 on-line transaction monitor
 - CICS Cobol
 - JCL
 - CICS SMTP
 - CICS LU6.2 connection
 - CICS sockets connection
 - CAMIS GUI
 - SysQL servers
 - Both
 - ADABAS 7.1.3 database
 - Predict 4.2.2
 - RACF security
- Server
 - Sun Server

- Oracle 9
 - CAMIS GUI
 - Windows NT4/2K/2K3
 - Delphi 6 (for development only)
 - Apache 1.3.x
 - MySQL 3.23.x
 - SysQL client
 - ODBC
 - DCOM
 - MSXML 4
- Desktop
 - Classic CAMIS
 - Attachmate Extra! 4.3.0
 - CAMIS GUI
 - Delphi 6 (for development only)
 - Microsoft IE 5+
 - Microsoft Active Accessibility
 - DCOM
 - MSXML 4
 - Both
 - Windows 2k/XP Pro
 - Microsoft Outlook XP

CAMIS Application System Diagram

